



Ref: Agenda/Council – 14/10/2025

09th October 2025

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Council Meeting of Biggleswade Town Council that will take place on **14th October 2025** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to be "Peter Tarrant", written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk and the Committee Clerk.

2. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

a. Disclosable Pecuniary interests in any agenda item.

If a Member has declared a Disclosable Pecuniary interest, they must withdraw from the meeting during consideration of the item to which the interest relates. If the Member has been granted a dispensation by the Council, they must still declare the interest but may take part in the discussion and vote.

b. Non-Pecuniary interests in any agenda item.

This is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest. Upon identification Members can take part in any vote.

3. TOWN MAYOR'S ANNOUNCEMENTS

4. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_iw8W22mjRAO_3KgSueuoOw

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. INVITED SPEAKER

- a. John Tizard, Police and Crime Commissioner, Bedfordshire Police.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 9th September 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to note the minutes of the Finance and General Purposes Committee Meeting held on **Tuesday 16th September 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. Minutes of the Council Meeting held on **Tuesday 9th September 2025**.

9. ITEMS FOR CONSIDERATION

a. **Martyn's Law Report**

For Members to receive and consider a report from the Community Development Manager.

b. **Financial Regulations Review**

For Members to receive and consider a report from the Head of Finance.

c. **Applications to Vary Rights at Biggleswade Common**

For Members to receive and consider information received from Central Bedfordshire Council (CBC).

d. **Premises Licence Application - Friends of Stratton School PTA**

For Members to receive and consider a premises licence application received from Central Bedfordshire Council (CBC).

e. **CBC Consultation: Defining the High Street Areas for High Street Rental Auctions (HSRAs)**

For Members to receive and consider information from Central Bedfordshire Council regarding their consultation on defining areas where High Street Rental Auction (HSRA) powers may be applied.

Central Bedfordshire Council has launched a consultation to identify high street areas where HSRA powers could be used to address long-term vacant properties. The Council is inviting feedback from town and parish councils, residents, businesses, and community groups on the proposed areas.

The consultation will close on Thursday 23rd November 2025.

Related documentation is available for viewing via the below hyperlink:

[Consultation: Defining the High Street Areas for High Street Rental Auctions \(HSRAs\) | Central Bedfordshire Council](#)

f. **CBC Waste Strategy Consultation**

For Members to receive and consider information from Central Bedfordshire Council (CBC) regarding their waste strategy.

Central Bedfordshire Council has launched a consultation on its draft Waste Strategy, which sets out a 25-year vision (2026–2051) for managing waste and recycling across the area. The Council is inviting feedback from residents, businesses, and community groups on the proposed strategy, which aims to deliver a cleaner, greener, and more sustainable Central Bedfordshire.

The consultation will close on Tuesday 14th October 2025.

Related documentation is available for viewing via the below hyperlink:

[Consultation: Help shape how we reduce and manage waste in Central Bedfordshire | Central Bedfordshire Council](#)

10. PLANNING APPLICATIONS

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices, and other supporting documents for planning applications on the Central Bedfordshire Council website. Click on the hyperlink (electronic copy) on the heading of each planning application listed below.

a. **CB/25/02750/VOC - 12 Pople Road, Biggleswade, SG18 8GJ**

Variation of condition number 2 of planning permission CB/21/01855/FULL (Conversion of garage to home office and 1.5 side extension for home office and gym) Condition to be varied to allow the use of cream-coloured render as an alternative to matching brick as follows: 'All external works hereby permitted shall be carried out in materials to match as closely as possible in colour, type and texture those of the existing building, or in a high-quality cream-coloured render consistent with other properties in the surrounding area.

b. **CB/25/02733/FULL - Flat, 130 Shortmead Street, Biggleswade, SG18 0BH**

Replacement of existing rear extension with new rear/side extension with roof lantern, Juliet balcony to rear 1st floor, loft conversion, and installation of rear dormer and 2 conservation roof lights to the front with repainting of front elevation brick and woodwork.

c. **CB/25/02784/FULL - 13 Holme Court Avenue, Biggleswade, SG18 8PF**

Erection of a front, rear and side, single storey wrap around extension with rooflight. Loft conversion with rear dormer window. Erection of a garden building to the rear following demolition of garage.

d. **CB/25/02407/ADV - Land to the south of Stratton Business Park and north of New Spring Farm Cottages, London Road Biggleswade SG18 9SY**

Advertisement: Installation of 2 non-illuminated post mounted signs advertising the development.

e. **CB/25/02810/FULL - 8 Binder Place, Biggleswade, SG18 0RU**

Change of Use of Garage to hairdressing salon and external alterations.

f. **CB/25/02909/FULL - 46 Binder Place, Biggleswade, SG18 0RU**

Loft conversion with front facing pitched roof dormers.

g. **CB/25/02976/FULL - 30 Jupiter Way, Biggleswade, SG18 8EW**

Loft conversion, with rear dormer, and front roof lights.

h. **CB/25/02707/FULL - 162 London Road, Biggleswade, SG18 8EH**

This planning application was previously considered by Members at the Tuesday 9th September 2025 Town Council Meeting, with no objections raised.

Some alterations have since been made to the application, and as a result, a re-consultation has been triggered by CBC to allow for further comments.

Single storey rear extension with raised decking and extension to the roof with front and rear dormers.

i. **CBC Development Management Committee Planning Item: CB/25/00421/REG3 Land to the North and South of Dunton Lane, Biggleswade**

This planning application was previously considered by Members at the Tuesday 11th March 2025 Town Council Meeting; the following objection was raised:

*"The Town Council has **STRONGLY OBJECTED** to this application based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape."*

This item is scheduled to be considered by the CBC Development Management Committee (DMC) on Wednesday, 22nd October 2025. Members have been provided with additional supporting information, available via SharePoint.

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of Tuesday 7th October.

12. ACCOUNTS

a. **Financial Administration**

Position & Accounts for August 2025.

For Members to receive and consider a written report from the Head of Finance.

In addition, the usual financial documentation is available on the Council website as follows: Financial Transparency Documents | Biggleswade Town Council.

- i. Balance Sheet to 31/08/2025.
- ii. Detailed Income & Expenditure to 31/08/2025.
- iii. Payment Listing from 01/08/2025 to 31/08/2025.
- iv. Summary Income & Expenditure to 31/08/2025.

13. ITEMS FOR INFORMATION

a. **Bridleway No. 11 Public Path Diversion Order and Footpath No. 16 Public Path Extinguishment Order**

For Members to note information from Central Bedfordshire Council regarding the proposed diversion of part of Bridleway No. 11 and the extinguishment of Footpath No. 16.

b. **CBC Consultation: Ivel Valley School**

At the Town Council Meeting on Tuesday 11th November 2025, Members will have the opportunity to receive and consider information regarding the ongoing CBC consultation on Ivel Valley School, ahead of the consultation's closure on Friday 19th December.

14. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_iw8W22mjRAO_3KgSueuoOw

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

15. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(Exempt minutes of the Town Council Meeting 9th September 2025).

(Exempt minutes of the Finance and General Purposes Meeting 16th September 2025).

(Exempt minutes of the Personnel Meeting 19th August 2025).

(Drove Road Report).

(Market Square Report).

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 9th SEPTEMBER 2025
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr. J Woodhead (Mayor)
 Cllr. D Albone (Deputy Mayor)
 Cllr. I Agnew
 Cllr. M Foster
 Cllr. J Jones
 Cllr. M Knight
 Cllr. M North
 Cllr. M Russell
 Cllr. D Strachan

Mr P Tarrant – Town Clerk & Chief Executive
 Mr K Hosseini – Head of Governance & Strategic Partnerships
 Mr E Bour – Head of Finance & Deputy RFO
 Miss A Green – Committee Clerk

IN ATTENDANCE ONLINE:

Cllr. S Sajid
 Cllr. C Thomas

Members of the Public – 0

Meeting Formalities:

Following a reminder to meeting attendees that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of that individual.

1. APOLOGIES FOR ABSENCE

a. Apologies were received from the following Members:

Cllr. G Barrett, Cllr. P Guilcher, Cllr. A Skilton.

b. The following Members were unable to attend in person but were in attendance remotely:

Cllr. S Sajid, Cllr. C Thomas.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. **Non-Pecuniary interests in any agenda item:**

None.

3. TOWN MAYOR'S ANNOUNCEMENTS

- a. The Mayor provided Members with an update on his recent civic engagements. Since the last Town Council meeting, the Mayor has undertaken the following activities:
- Visited Smith Myers Communications at the Stratton Business Park, alongside Cllr. D Albone (Deputy Mayor) and Cllr. C Thomas.
 - Opened the Biggleswade Volunteer Fair on Saturday, 6th September.
- b. Additionally, the Mayor highlighted two upcoming events in the town's events calendar: Bus Heritage Day, to be held on Sunday, 14th September, featuring restored heritage buses operating services to and from Biggleswade, Jordans Mill, Shuttleworth, and other local destinations as part of a celebration of vintage transport and engineering; and the Mayor's Charity Quiz, taking place on Thursday, 18th September.

4. PUBLIC OPEN SESSION

No members of the public were present either in person or online.

5. INVITED SPEAKER

- a. There were no invited speakers.

6. MEMBERS' QUESTIONS

- a. Cllr. Russell raised concerns regarding the ongoing rubbish problem in Bonds Lane, noting that the situation has worsened since the Town Council last discussed it. She reported that nearby businesses have expressed dissatisfaction, and the issue has escalated from unpleasant odours to the presence of rats in the area.

She also shared a resident's account of an incident in which a man arrived with a shopping trolley full of rubbish, added it to the existing waste pile, left the trolley behind, and walked away.

Members acknowledge the efforts of Cllr Fage, Cllr Whitaker, and other Ward councillors to address the issue of rubbish on Bonds Lane in the past but felt not enough is being done by CBC.

Members emphasised that the matter constituted a public health issue. Members proposed that the Town Council write again to Central Bedfordshire Council (CBC), not only addressing relevant officers but also directing correspondence to Cllr Zerny.

In addition to Members suggested that the local Member of Parliament be copied into the correspondence, given the seriousness of the issue. Furthermore, it was proposed that the Clerk make a telephone call to CBC's Chief Executive to express the Town Council's concern, particularly considering the improving working relationship with CBC.

Members **REQUESTED** that the Town Clerk write to Central Bedfordshire Council (CBC), Cllr Zerny, and the Member of Parliament for North Bedfordshire regarding the ongoing issue of rubbish in Bonds Lane.

Additionally, Members asked that the Town Clerk communicate the Town Council's concerns directly to the Chief Executive of CBC.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

a. Pg 6 of Agenda - Pg 1 Minutes of Town Council 12th August:

Cllr. Sajid was listed under both Section A and Section B of the Apologies for Absence portion of the minutes. This should be corrected to list Cllr Sajid only under Section B: "Members unable to attend in person but in attendance remotely," for accuracy.

Pg 10 of Agenda - Pg 6 Minutes of Town Council 12th August:

Typographical error - BTC owned play area referred to as Lilac Road instead of Lilac Grove.

Pg 12 of Agenda - Pg 8 Minutes of Town Council 12th August:

Members felt that the resolution "*Officers address the issues raised by Members*" lacked sufficient detail. They requested that the minutes include a clearer summary of Members' concerns and a more detailed resolution.

Pg 14 of Agenda - Pg 10 Minutes of Town Council 12th August:

The wording "Members AGREED that the Town Clerk write to CBC providing evidence of CBC's previous commitment and ask that they provide further updates" should be amended to: "Members REQUESTED that the Town Clerk write to CBC, providing evidence of CBC's previous commitment and requesting further updates.

Subject to these amendments the Minutes were APPROVED as an accurate record of the Town Council Meeting held on 12th August 2025.

b. Members NOTED the minutes of the Finance and General Purposes Committee Meeting held on Tuesday 1st July 2025.

8. MATTERS ARISING

Minutes of Town Council 12th August - Members' Questions 6a:

Members enquired whether Officers had received a response from Chief Inspector Goldsmith regarding the concerns raised by Councillor Skilton in relation to anti-social behaviour and the community's perception of police inactivity.

The Town Clerk responded that he would need to check whether a response had been received.

9. ITEMS FOR CONSIDERATION

a. Complaints Policy

Members considered the report from the Administration & HR Manager.

Members RESOLVED to approve the adoption of the draft Complaints Policy.

b. **Change to Council Meeting Schedule**

Members expressed a clear preference for keeping Tuesdays reserved exclusively for matters relating to the Town Council.

They noted that it would have been preferable for the proposed meeting date to have been discussed by the Joint Committee, rather than CBC unilaterally suggesting a date.

It was **AGREED** that Officers would write to CBC to enquire whether the Capital Programme can be brought forward to the meeting scheduled for Tuesday, 23rd October 2025. Should this not be possible, Members **AGREED** to reschedule the meeting to Tuesday, 18th November 2025.

c. **Specialist Resource Provision at Sandy Secondary School**

Members welcomed the positive step of introducing a Specialist Resource Provision at Sandy Secondary School.

They expressed strong support for the initiative, noting that it provides young people with the opportunity to be educated alongside their peers while having their specific needs appropriately supported.

Members noted that the provision will benefit not only students in Sandy but also those in Biggleswade and the surrounding villages.

Members **NOTED** the information from CBC.

d. **Public Path Creation Order**

Members **NOTED** the path creation order received from CBC.

10. **PLANNING APPLICATIONS**

a. **CB/25/02436/FULL - 1 The Close, Biggleswade, SG18 0AT**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

b. **CB/25/02239/FULL - 6 Windmill View, Biggleswade, SG18 8WP**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

c. **CB/25/02421/FULL - 5 Windermere Drive, Biggleswade, SG18 8LR**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

d. **CB/25/02202/FULL - 105 London Road, Biggleswade, SG18 8EE**

The Town Council **STRONGLY OBJECTS** to this application on the grounds that the proposed extension is overbearing to neighbouring properties and restricts their access to natural light. Additionally, the scale of the extension exceeds that of existing extensions in the surrounding area.

e. **CB/25/02707/FULL - 162 London Road, Biggleswade, SG18 8EH**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

11. **PLANNING APPLICATION OUTCOMES**

Members **NOTED** the report.

12. **ACCOUNTS**

Financial Administration

a. **Position & Accounts for July 2025.**

The Head of Finance and Deputy RFO outlined the Financial Management report for July 2025.

The projected outturn at month four indicates a potential year-end deficit of £11,339 for 2025–26.

If not offset by underspend within the existing budget or increased income (e.g. sponsorship, long-term lettings, advertising), the deficit will be covered by general reserves.

This will be kept under constant review.

Members **APPROVED** the report.

13. **ITEMS FOR INFORMATION**

a. None.

14. **PUBLIC OPEN SESSION**

No members of the public were present either in person or online.

Members **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

15. **EXEMPT**

a. **Exempt minutes of the Town Council Meeting 12th August 2025**

The exempt minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 12th August 2025.

b. **Exempt minutes of the Finance and General Purposes Committee Meeting 1st July 2025**

Members **NOTED** the exempt minutes of the Finance and General Purposes Committee Meeting held on Tuesday 1st July 2025.

c. **2026/2027 Planning Cycle**

Members **RESOLVED** to amend the recommendations of the report and revert to the original planning cycle.

d. **Policing Update**

Members **NOTED** the update.

e. **Sports Provision Update**

Members **NOTED** the update.

f. **Benchmarking Report**

Members **NOTED** the report.

The Mayor closed the meeting at **7:31 pm**



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON
TUESDAY 16TH SEPTEMBER 2025 AT THE OFFICES OF BIGGLESWADE TOWN
COUNCIL, THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE
COMMENCING AT 7.00PM**

PRESENT:

Cllr. D Strachan (Chairman)
Cllr. I Agnew (Deputy Chairman)
Cllr. M Foster
Cllr. M North
Cllr. M Russell
Cllr. C Thomas
Cllr. J Woodhead (Ex-officio member)

Mr E Bour – Head of Finance & Deputy RFO
Mr K Hosseini – Head of Governance & Strategic Partnerships
Miss A Green – Committee Clerk

Members of the Public – 4

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

- a. Cllr. D Albone, Cllr. M Knight.

2. DECLARATIONS OF INTEREST

- a. **Disclosable Pecuniary interests in any agenda item:**

None.

- b. **Non-Pecuniary interests in any agenda item:**

None.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

4. PUBLIC OPEN SESSION

- a. **Fiona Factor & Suzanne Chidley, Biggleswade Warm Spaces**

Ms Factor, Coordinator at Biggleswade Warm Space and Suzanne Chidley, a service user, spoke in support of the Biggleswade Warm Spaces grant application and thanked the Council for it's support.

5. INVITED SPEAKER

- a. No guest speaker was invited.

6. MEMBERS' QUESTIONS

- a. Cllrs. Russell and Thomas each declared a non-pecuniary interest in Item 9a.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 1st July 2025 and the Chairman was authorised to sign the minutes.

8. MATTERS ARISING

There were no matters arising from the minutes of the Finance & General Purposes Committee held on Tuesday 1st July 2025.

9. ITEMS FOR CONSIDERATION

a. **Grants Applications 2025/26 – Tranche One**

The Head of Finance & Deputy RFO presented a written report to Members. He requested Members consider the grant applications without prejudice and allocate funds where they deem appropriate.

The Head of Finance highlighted that The Town Council has a budget of £20,000 to cover the two tranches of grant applications for the 2025/26 financial year. The sum of the applications submitted for this tranche exceeds the budgeted for the whole financial year.

The Chairman of the Committee noted that there were fourteen applications made during Tranche 1 of the funding cycle. As the Town Council only has a £20,000 budget and the applications exceed that £20,000, Members must be conscious that there will be a further tranche at the end of the financial year (Feb 26). In the instance that an applicant doesn't succeed this time, they're always open to apply later in the year.

Members were presented with and considered fourteen-grant applications. Following careful deliberation, thirteen were approved and awarded as set out below.

APPLICANT:	AMOUNT REQUESTED:	AMOUNT AWARDED:
Biggleswade Allotment Association	£2,000.00	£2,000.00
Biggleswade Arts Collective CIC (BIGG Theatre)	£2,000.00	£1,000.00
Biggleswade Athletics Club	£2,000.00	£1,000.00
Biggleswade Community Group	£1,000.00	£1,000.00
Biggleswade Community Safety Group	£2,905.26	£1,000.00
Biggleswade Good Neighbours	£580.00	£580.00

Biggleswade Royal Air Force Air Cadets	£1,576.00	£1,576.00
Biggleswade Sea Cadets	£2,000.00	£1,500.00
Biggleswade Warm Spaces	£400.00	£400.00
Carers in Bedfordshire:	£2,000.00	£1,000.00
For Men to Talk CIC	£462.25	£462.25
Hear2Listen CIC	£2,000.00	£1,000.00
Sue Ryder St John's Hospice	£1,500.00	£1,000.00

Members **APPROVED** the grants set out above. The total amount awarded was £13,518.25.

b. **Financial Regulations Review**

Members considered Officer's report and proposed amendments.

Subject to Members' amendments, Members **RECOMMENDED** that the Suggested New Financial Regulations be adopted by the Town Council at its meeting on 14th October 2025.

c. **General Reserves Policy Update**

Following the consideration of the Officer's report, Members **RECOMMENDED** that the draft General Reserve Policy be adopted by the Town Council at its meeting on 16th October 2025.

d. **Orchard Centre Policy and Hirer Agreement Update Report**

Following consideration of the Officer's report, Members **RESOLVED** to approve and accept the policy and hirer agreement as presented to the Committee.

e. **Section 106 (s106) Update Report**

The Head of Governance presented a report to Members, outlining recent developments regarding Section 106 agreements and answered Members questions.

Members noted that a revised Section 106 agreement for Land East of Biggleswade had been posted on the Central Bedfordshire Council (CBC) website on 26th August, without any prior notification to the Town Council.

The Head of Governance confirmed that Officers had reviewed the revised Section 106 agreement and prepared a summary of its key points. This summary is scheduled to be presented at the next Town Council meeting, which will take place on 14th October.

Officers have written to CBC Planning Officers to make it clear that, particularly in the case of major developments, it is important for the Town Council to be formally notified of any agreement, rather than learning of them indirectly. CBC Planning Officers have since responded, assuring the Town Council that, in future, notification will be provided when such Section 106 agreements are made.

Members noted that the table summarising Section 106 matters provided a good reflection of the Working Group's discussions but needed to distinguish between the responsibilities of the Town Council and those of other parties. The table will be revised prior to presentation to Council to give clear separation to reflect current, future, and existing Section 106 funding, distinguishing existing agreements, over which the Town Council has little or no influence, and those where there may still be an opportunity to affect the details of implementation.

Members recommended that the Town Council should share its Section 106 priorities table once approved with CBC, to highlight the Council's needs and priorities.

Members noted that the Town Council should be proactive in future Section 106 negotiations, making clear to CBC the funding priorities for the town.

Members **RESOLVED** that Officers present a further report to Council, breaking down proposals into historical, current, immediate short-term, and long-term categories for future development. This report should include a detailed breakdown of which proposals will be delivered by the Town Council and which by CBC, with a view to further engagement with Central Bedfordshire Council.

10. ITEMS FOR INFORMATION

a. Bank Reconciliation

Members **NOTED** the information.

11. PUBLIC OPEN SESSION

a. No members of the public were present, either online or in person.

It was **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

12. EXEMPT

a. Exempt minutes of the Finance & General Purposes Committee Meeting held on Tuesday 1st July 2025)

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 1st July 2025.

b. Drove Road Report

Members considered the report presented by Officers.

Following the discussion, Members **NOTED** the Officers report and **RECOMMENDED** that the Town Council approve the lease and authorise its completion at the Town Council Meeting on the 14th October.

c. **Market Licence**

Members considered the Officers report and identified several amendments they wished to be incorporated.

Members **RECOMMENDED** that the Town Council approve the licence, subject to the proposed amendments, and authorise its completion at the Town Council Meeting on 14th October. It was further **RECOMMENDED** that the Town Clerk be authorised to proceed with the completion of the necessary statutory declaration.

d. **Orchard Centre Update**

Members thanked Officers and **NOTED** the update.

The Chairman closed the meeting at **8:19pm**

DRAFT

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 14th October 2025
Item 9a: Martyn's Law Report

Implications of Recommendations

Corporate Strategy: ECONOMY: A Thriving Town: The Town Council will support businesses and other initiatives designed to enhance the Market Square and the town centre offer, providing a wide range of amenities for residents and visitors.

Finance: Long term s106 financial impact on Market Square due to street furniture changes.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Martyn's Law, officially known as the Terrorism (Protection of Premises) Act 2025, received Royal Assent on 3rd April 2025. The law aims to enhance protective security and organisational preparedness across the UK by requiring those responsible for certain premises and events to consider their response to potential terrorist attacks. The Security Industry Authority (SIA) has been designated as the regulator for the law, ensuring compliance and implementation. Martyn's Law represents a significant step towards improving public safety in the face of terrorism.

Summary

As a general guide, 'a terrorist event is a very low likelihood, very high impact event' and once it happens, the impacts can be long lasting with huge reputational damage to all parties. Going forward, the Town Council must enact the provisions of Martyn's Law.

Officers have developed Martyn's Law guidance and an operational plan on how every risk assessed event will be enhanced (see appendix A). The operational plan and the separate wider Market Square Vision work which includes designing out terrorism in future street furniture and square layout are important steps. Officers have shared the guidance and operational plan with CBC Officers who have acknowledged receipt. CBC is the Market Square freeholder and Vision Partner. The NALC Martyn's Law guidance provides information on the role of Councillors, (see appendix B).

Martyn's Law places a shared responsibility on venue owners, event organisers, and local authorities to work together to enhance public safety. Councillors as representatives of their communities, have a supporting role to play in ensuring the effective implementation of the law within their areas.

Recommendation

- That Members consider Officers' work to date on Martyn's Law, in preparations for and to support implementation of mitigation, safety and security measures.
- That Members note the ongoing work with partners to deliver an operational plan, and future plans to redesign street furniture in the Market Square as part of the Market Square Vision Working Group.

Ian Campbell
Community Development Manager

Appendices:

Appendix A: Proposed Martyn's Law BTC Guidance and Operational Plan.

Appendix B: NALC Martyn's Law Guidance on the role of Councillors.

Operating Model / Protocol for Martyn's Law for Biggleswade Town Council

The Terrorism (Protection of Premises) Act, known as Martyn's Law, will ensure the public is better protected from terrorism by requiring certain public premises and events to be prepared and ready to keep people safe in the event of an attack.

Certain larger premises will be required to consider and, where appropriate, take steps to reduce their vulnerability to acts of terrorism. A tiered approach is established under the new Act, with those responsible for premises and events in scope required to fulfil different requirements according to the number of individuals it is reasonable to expect may be present.

The Market Square is such a premises.

Smaller premises where 200 to 799 individuals may be present will be in the 'standard tier'. The requirements in this tier are centred on simple, low-cost activities designed to ensure those working at premises or events are better able to reduce harm, and save lives, in the event of an attack.

These activities could be as simple as locking doors, closing shutters, and identifying safe routes to cover. There is no requirement to put in place physical measures in the standard tier.

Larger premises – and qualifying public events – where 800 or more individuals may be present will be in the 'enhanced tier'.

That's us. No point in us considering the 'smaller premises' standard tier option.

Let's be consistent and adopt the same approach for all of our events: 'Larger premises' enhanced tier.

In addition to the requirements for the standard tier, these larger premises and events will have further requirements placed upon them. This includes having in place, so far as is reasonably practicable, appropriate public protection measures to reduce their vulnerability to acts of terrorism and the risk of physical harm if an act of terrorism was to occur. Appropriate measures for enhanced duty premises and events could include bag search policies (Not practical for our events), CCTV, or other monitoring and vehicle checks.

We're 'target hardening/ with more barriers and planters, closing of the Market Square and more roads entirely, first aid and emergency exit flags signing, employing SIA security stewards, raising awareness of risks.

Persons responsible for standard tier premises, that is qualifying premises where it is reasonable to expect that between 200 and 799 individuals may be present at the same time from time to time, will be required to:

- notify the regulator, the Security Industry Authority (SIA), that they are responsible for their premises
- have in place, so far as is reasonably practicable, appropriate public protection procedures that could be reasonably expected to reduce the risk of physical harm being caused to individuals if an attack was to occur there or nearby

Persons responsible for enhanced tier premises and qualifying events, that is qualifying premises and events where it is reasonable to expect more than 800 individuals to be present at the same time from time to time, will be required to:

- notify the SIA that they are responsible for the premises or event
- have in place, so far as is reasonably practicable, appropriate public protection procedures that could be expected to reduce the risk of physical harm being caused to individuals if an attack was to occur there or nearby
- have in place, so far as is reasonably practicable, appropriate measures that could reasonably be expected to reduce both the vulnerability of the premises or event to an act of terrorism occurring, and the risk of physical harm being caused to individuals if an attack was to occur there or nearby
- document the public protection procedures and measures in place, or proposed to be put in place, and provide this document to the SIA

For all premises and events, requirements relating to procedures and measures are subject to the concept of ‘reasonably practicable’. Reasonably practicable is a concept found in other regimes, such as fire safety and health and safety. In determining what is reasonably practicable, the responsible person will need to take into account their particular circumstances, including the nature of the premises and the resources available to them.

Ultimately, what is appropriate and reasonably practicable will be a consideration at each of the individual premises in scope. The particular procedures in place at one location may not be appropriate and reasonably practicable at another.

The Terrorism (Protection of Premises) Act requires the production of two separate pieces of statutory guidance, which are:

- guidance from the Home Office for the public to understand how they might meet the requirements of the legislation
- operational guidance from the SIA which will set out how the regulator will discharge its duties

Appendix B: NALC Martyn's Law Guidance on the role of Councillors.

Martyn's Law (Protect Duty)

1. Paper to Council
2. Operating Model / Protocol for all Events

What does Martyn's Law do?

The Terrorism (Protection of Premises) Act 2025¹, also commonly referred to as Martyn's Law, will improve protective security and organisational preparedness across the UK by requiring that those responsible for certain premises and events consider how they would respond to a terrorist attack. In addition to this, at certain larger premises and events, appropriate steps to reduce vulnerability to terrorist attacks must also be considered. Through the Act, qualifying premises and events should be better prepared and protected, ready to respond in the event of a terrorist attack.

Martyn's Law (Protect Duty)

Martyn's Law is pending UK wide legislation that will place a requirement on those responsible for certain publicly accessible locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures.

Who will Martyn's Law apply to

It is expected that when enacted the new legislation will apply to anyone responsible for publicly accessible locations used for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central Government buildings (e.g., town halls), visitor attractions, temporary events, Places of Worship, health, and education.

What Martyn's Law will require you to do

The government have indicated that publicly accessible locations with a capacity of more than one hundred people will need to undertake simple yet effective activities to improve protective security and preparedness. Those activities will include completing free training, raising awareness and cascading information to staff. As well as completing a preparedness plan. Publicly accessible locations with a capacity greater than eight hundred people will also be required to produce a risk assessment and security plan, considered to a 'reasonably practicable' standard.

Preparing for Martyn's Law

Although no date has yet been set for the introduction of the legislation, we strongly advise that you as soon as possible:

- see the [counter terrorism pages on GOV.UK](#)
- find out more about training and resources available from the [Protect UK website](#)

What is Martyn's Law?

Martyn's Law is designed to encourage public spaces to consider security risks and implement sensible precautions. It applies to venues, events, and locations where the public gathers, such as town halls, community centres, parks, and markets.

The legislation categorises locations and events based on their capacity (including staff):

- Standard Tier (200 - 799 capacity) — Requires basic security measures and staff training. The Security Industry Authority (SIA) must be notified of the premises.
- Enhanced Tier (800+ capacity) — Involves more detailed risk assessments, security protocols, and collaboration with authorities. If an organisation is responsible for the premises, they must assign a senior individual to oversee compliance.

Why is Martyn's Law important?

While the likelihood of a security threat in smaller towns and villages may be low, taking steps to improve awareness and preparedness can make a big difference. This law promotes a proactive approach to safety, ensuring that communities have clear plans in place should the unexpected happen.

Types of venues town councils manage that may be affected

Parish and town councils oversee a range of public spaces that may need to consider Martyn's Law requirements, including:

- Town and village halls — Often used for meetings, events, and community gatherings.
- Community centres — Spaces that regularly host activities and events open to the public.
- Parks and open spaces — Areas used for festivals, fairs, and other large-scale outdoor events.
- Markets — Including farmers' markets, seasonal fairs, and Christmas markets.
- Sports and leisure facilities — Such as playing fields, sports halls, and public gyms.
- Libraries — Places of learning and community engagement with regular visitors.
- Public squares and local landmarks — Locations used for celebrations, vigils, and public gatherings.

How might Martyn's Law affect town councils?

If your town council operates venues or organises events that meet the capacity thresholds, some additional planning and measures may be required. This could include:

- Carrying out risk assessments to identify potential security considerations.
- Offering security awareness training for staff and volunteers.
- Developing clear emergency response plans to ensure readiness.
- Working with local authorities and emergency services for guidance.
- Installing practical security measures where appropriate, such as CCTV or bag checks for larger events.

Steps town councils can take now

Even though Martyn's Law is still in the early stages of implementation, councils can start preparing by:

- Reviewing venues and events — Identify which spaces may be covered by the law.
- Raising awareness — Ensure council staff, event organisers, and volunteers understand basic security considerations.
- Engaging with local authorities — Seek advice from police and security professionals.
- Developing contingency plans — Create clear procedures for handling security-related situations.
- Staying informed — Keep up with official guidance to ensure compliance when the law is fully enacted.

Martyn's Law Councillors responsibilities

- Under the Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, councillors are responsible for ensuring that local authorities comply with the new anti-terrorism legislation
- While compliance details are managed by council staff, councillors hold the overarching responsibility for strategic oversight and governance.
- Martyn's Law applies to most publicly accessible locations (PALs) with a capacity of 100 or more, including town halls, community centres, parks used for events, and sports facilities.
- Key councillor responsibilities
- Strategic oversight and governance: As the elected body, the council must ensure its administration is preparing for and will comply with the Act.
- Decision-making: Councillors must approve key actions, such as adopting formal emergency response plans and approving budgets for necessary safety improvements.
- Holding officials accountable: Councillors must receive reports from council clerks and staff on the authority's properties and events in scope, as well as its current preparedness and action plans.
- Risk assessment: They should ensure that risk assessments for public spaces and events are conducted, covering potential terrorist activity.
- Training and awareness: Councillors should approve and participate in relevant training, such as the free Action Counters Terrorism (ACT) e-learning course, and promote it for staff and volunteers.
- Collaboration: Councillors should engage with emergency services, such as local Police Counter-Terrorism Security Advisers, and encourage local businesses to comply.
- Community resilience: Promoting broader community resilience planning to address emergencies beyond just terrorism is also encouraged.
- Responsibilities by tier

- The specific duties depend on whether a venue or event is categorised as "Standard" or "Enhanced" tier, based on its capacity.

Standard tier (premises with a capacity of 200–799):

- Notify the regulator, the Security Industry Authority (SIA).
- Have public protection procedures in place. This includes plans for:
 - Evacuation (getting people out)
 - Invacuation (moving people to safety within a building)
 - Lockdown (securing the premises)
 - Communication (alerting people to danger)
- Enhanced tier (premises or events with a capacity of 800 or more):
 - Meet all requirements of the Standard Tier.
 - Appoint a Designated Senior Individual (DSI) to oversee compliance.
 - Conduct a terrorist risk assessment.
 - Implement and document proportionate public protection measures, which may include physical security like CCTV.
 - Document compliance in a detailed security plan and provide it to the SIA.
- Next steps for councillors
 - Given the implementation period before the Act comes into force (anticipated in spring 2027), councillors should ensure the authority is taking proactive steps to prepare:
 - Confirm which council-owned or organised venues and events fall within the scope of the legislation.
 - Sign up for updates from the [ProtectUK website](#).
 - Budget and plan for any necessary training and upgrades.
 - Stay informed of statutory guidance to be published by the Home Office.

Martyn's Law Councillors responsibilities

Martyn's Law, officially the Terrorism (Protection of Premises) Act 2025, places legal responsibilities on local councils as the "responsible person" for qualifying public buildings, spaces, and events.

For local councillors, this translates into a number of community leadership, decision-making, and oversight duties. Councillors must ensure their council effectively implements and adheres to the new legislation to improve public safety and preparedness for a terrorist attack.

Council's role as the responsible person

Martyn's Law imposes a tiered set of requirements on venues and public spaces based on their capacity. Local councils fall under these requirements for facilities they own and operate, such as town halls, libraries, parks, and leisure centres.

Standard tier (capacity of 200–799):

- Notification: Councils must notify the regulator, the Security Industry Authority (SIA), of premises that fall into this tier.
- Public protection procedures: Councils must ensure staff are aware of and trained on simple, low-cost actions to take in an attack, including evacuation, invacuation (seeking shelter), lockdown, and communication protocols.

Enhanced tier (capacity of 800 or more):

- All standard tier requirements, plus:
- Risk assessment: Councils must carry out a risk assessment and produce a comprehensive security plan.
- Designated Senior Individual (DSI): A senior officer, like a director, must be appointed to oversee compliance.
- Protective measures: Physical security measures, such as CCTV or bag searches, may be required where "reasonably practicable".

Specific Councillor responsibilities

1. Oversight and scrutiny

- Policy and strategy: Councillors contribute to and approve the council's policies and strategies, which must now incorporate terrorism preparedness.
- Holding to account: Through overview and scrutiny committees, councillors can question senior officers on the council's progress in implementing Martyn's Law, including terrorism risk assessments and preparedness measures.
- Budgeting: They must ensure adequate resources are allocated to meet the law's requirements, which may involve costs for training, planning, and enhanced security for larger venues.

2. Community representation

- Information dissemination: Councillors serve as a crucial link between the council and the community. They can help cascade information about the Protect Duty to local businesses, community groups, and the public.
- Engagement: By engaging with local organisations and residents, councillors can understand concerns and ensure preparedness plans are tailored to the specific needs of their ward.
- Promoting training: Councillors can encourage the use of free training resources, such as the ACT Awareness eLearning, within their communities.

3. Decision-making

- **Regulatory committees:** Councillors on committees, such as planning and licensing, must now factor Martyn's Law into their decisions. For example, when licensing an event, they must be satisfied that the event organiser's security plan is compliant.
- **Working with partners:** Councillors work with agencies like the police to ensure a joined-up, multi-agency approach to security and community safety.

The implementation period

The legislation, which received Royal Assent in April 2025, includes an implementation period of at least 24 months to allow councils and other venues to prepare for the changes. During this time, the Security Industry Authority (SIA) will issue statutory guidance, and councillors can use this period to prepare their local authorities.

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 14th October 2025
Item 9b: Update to Financial Regulations

Implications of Recommendations

Corporate Strategy: GOOD GOVERNANCE: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines, and best practice.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Financial Regulations govern the conduct of the financial transactions of Biggleswade Town Council and may only be amended or varied by resolution of the Council. Officers also rely on the guidance notes published by the National Association of Local Councils (NALC) on Procurement, Legal Proceedings, Contracts and Charity Law. Consistent with good practice, the Council's Financial Regulations will continue to be reviewed on an annual basis.

The Council's Financial Regulations were last updated on the 13th of August 2024. Members were in support of the recommendation to properly replicate the exact guidance of the NALC template from the 2025. Since this time, NALC has published a new template of Model Financial Regulations for Councils in March 2025.

Members agreed the process of reviewing the Financial Regulation during a Finance & General Purposes Committee meeting on 1st July 2025. Officers have followed all the process agreed by the Finance & General Purposes Committee.

Officers have reviewed the Council's Financial Regulations based on the new NALC's template (March 2025 version) incorporating key aspects from current BTC Financial Regulation, recognising local ways of working. By using the NALC's template model, this will satisfy both internal and external auditors' expectation of the Council.

The draft amended version was shared with broader Members on SharePoint and paper copies was printed for Members who requested for critique and comments. All the comments and observations from Members have incorporated into the New Suggested Financial Regulations.

During the Finance and General Purposes Committee Meeting on 16th September 2025, Members resolved that: *"the co-produced document (Suggested New Financial Regulations) be adopted by the Town Council at its meeting on 14th October 2025."*

The co-produced document (Suggested New Financial Regulations) can be found in the attached Appendix A. All tracked changes within Appendix A relate to local variations from the current BTC Financial Regulations (Appendix B).

Recommendation:

That Members consider and approve the Financial Regulation policy document (Appendix A) and enable Officers to publish it on the Town Council website.

Ernest Bour
Head of Finance and Deputy RFO

Appendices:

Appendix A: Suggested New Financial Regulations replicating NALC Model and recognises local ways of working.

Appendix B: BTC Current Financial Regulation. (Available on SharePoint).

Appendix C: NALC Financial Regulation Template (Available on SharePoint).

Appendix A - Suggested New Financial Regulations



BIGGLESWADE TOWN COUNCIL

FINANCIAL REGULATIONS

BIGGLESWADE TOWN COUNCIL FINANCIAL REGULATIONS

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~~These Financial Regulations were adopted by the council at its meeting held on [enter date].~~

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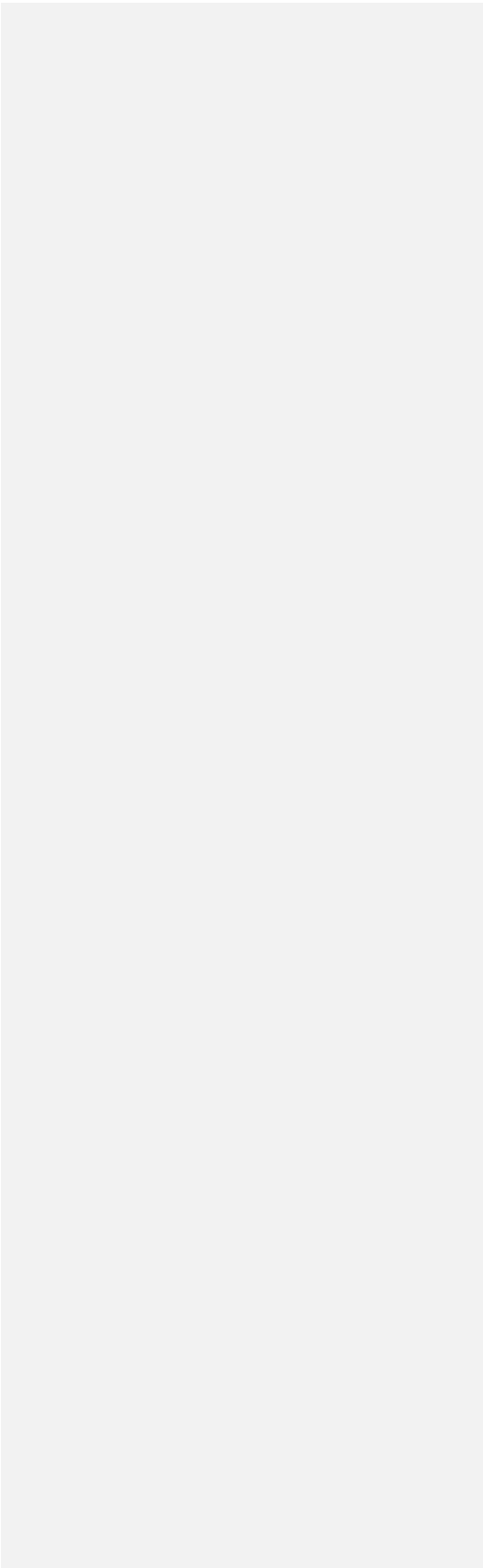
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1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. ~~[The Clerk has been appointed as RFO and these regulations apply accordingly.]~~ The RFO;
 - acts under the policy direction of the Council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of Council resources; and
 - produces financial management information as required by the Council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the Council shall:

- determine and regularly review the bank mandate for all Council bank accounts;
- authorise any grant or single commitment in excess of £25,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk [with the RFO, if the Clerk is not the RFO] shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO, if the Clerk is not the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council and Finance and General Purposes Committee. ~~{Finance Committee}~~.

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The council

shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;
 - a record of the assets and liabilities of the Council;
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor shall be appointed by {the Council} and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the Council;
 - reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the Council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;

- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the Council must calculate its Council tax (England)/budget (Wales) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Council at least annually in November/October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than November/month each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following [three financial years], taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Council or Finance and General Purposes Committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and [three-year] forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and General Purposes Committee and a recommendation made to the Council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the Council shall determine its Council tax (England)/budget (Wales) requirement by setting a

budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.
- 4.9. The RFO shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or relevant committee.

4.11.

5. Procurement

- 5.1. Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.
- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £360,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the publication of invitations and notices.
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk [or RFO, that is if the Clerk is not the RFO] shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk [or RFO, that is if the Clerk is not RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

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5.10. For smaller purchases, ~~{the Clerk}~~ shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to ~~(viiv)~~ below:

- i. For specialist services, such as legal professionals acting in disputes;
- ii. For work to be executed or goods or materials to be supplied which consist of repairs to, or parts for, existing machinery or equipment;
- iii. For work to be executed or goods or materials to be supplied works, goods or services that which constitute an extension of an existing contract by the Council;
- iv. For goods, services or materials proposed to be purchased which are proprietary articles goods or services that are only available from one supplier and/or are sold at a fixed price.
- v. For the supply of gas, electricity, water, sewerage and telephone services; and
- ~~iv-vi.~~ For additional audit work of the external auditor up to an estimated value of £500(in excess of this sum the Clerk and RFO (that is if the Clerk is not same person as the RFO) shall act after consultation with the Chairman and Vice Chairman of Council.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the ~~C~~council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The ~~C~~council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- ~~{the Town Clerk}~~, under delegated authority, for any items up to £15,000~~below £500~~ inexcluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items between £15,000 - £30,000~~below £2,000~~ inexcluding VAT.
- ~~{a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000} excluding VAT}~~
- {in respect of grants, a duly authorised committee within any limits set by ~~C~~council and in accordance with any policy statement agreed by the ~~C~~council.}
- the council for all items over ~~£305,000~~(including VAT);

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual ~~M~~member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the ~~C~~council.

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- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council ~~for a duly delegated committee acting within its Terms of Reference~~ except in an emergency.
- 5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the clerk may authorise expenditure of up to ~~£102,000~~ excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to ~~the Council~~ as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless ~~the Council~~ is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. ~~An official order or letter~~ A purchase order shall be issued for all work, goods and services ~~(above £250) excluding VAT~~ unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, ~~along with evidence of receipt of goods.~~
- 5.21. ~~Any ordering system can be misused and access to them shall be controlled by the RFO. All purchase order requests shall be considered by the RFO after a review of available budget by the Deputy RFO.~~

6. Banking and payments

- 6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with Unity Trust Bank and CCLA~~(name bank)~~. The arrangements shall be reviewed ~~annually~~ for security and efficiency.
- ~~6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank. The RFO and Finance Team shall prepare a schedule of payments requiring authorisation by two of the Council's Authorised Signatories. The Authorised Signatories shall review the schedule for compliance and, having satisfied itself shall authorise payment by signing the schedule. This shall be deemed as authorisation by the RFO or Town Clerk to activate the electronic payments using the Council's Electronic Banking System. At every Council meeting the RFO shall present a full list of payments which have been authorised by the Authorised Signatories for formal ratification.~~
- ~~6.2.~~
- 6.3. ~~All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. (Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all~~

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~~invoices listed have been 'examined, verified and certified' by the RFO. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.~~

~~6.3.~~

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the Council ~~{or duly delegated committee}~~ ~~{or a delegated decision by an officer}~~, unless ~~{the council}~~ resolves to use a different payment method.

~~6.5.~~

- 6.6. ~~{For each financial year {the Clerk and RFO} may draw up a schedule of regular payments due in relation to a continuing contract or obligation {such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items}, which the Council {for a duly delegated committee} may authorise payment in advance for the year provided that requirements of regulation 5.15 are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council}.~~

- 6.7. ~~{A copy of this schedule of regular payments shall be signed by {two members} on each and every occasion when payment is made - to reduce the risk of duplicate payments.}~~

- 6.8. ~~{A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~

- 6.9. The Town Clerk (with the exception of 5.18 above) and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];

b) An expenditure item authorised under 6.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or

c) Fund transfers within the Councils banking arrangements.

~~6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:~~

~~i. {any payments of up to [£500] excluding VAT, within an agreed budget}.~~

~~ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.~~

~~iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other~~

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~~reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council (or finance committee).~~

- iv. ~~Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council (or finance committee).~~

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Council ~~(or finance committee)~~. The Council ~~(or committee)~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify ~~a number of~~ Councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}~~
- 7.2. All authorised signatories shall have access to view the Council's bank accounts online.
- 7.3. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent ~~{by email}~~ to ~~{two}~~ authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator ~~{an authorised signatory}~~ shall set up any payments due before the return of the Service Administrator.
- 7.6. Two ~~{Councillors who are}~~ authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}~~.
- 7.8. A full list of all payments made in a month shall be provided to the next Council ~~meeting {and appended to the minutes}~~.
- 7.9. With the approval of ~~{the Council}~~ in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the Council] at least every two years.

- 7.10. Payment may be made by BACS or CHAPS by resolution of ~~the Council~~ provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the ~~Council~~ at least every two years.
- 7.11. If thought appropriate by the ~~Council~~, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by ~~two members~~, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by ~~the Council~~ at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the ~~Council's~~ financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

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8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by ~~two members~~ {and countersigned by the Clerk}.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a ~~Council~~ {or committee} meeting}. Any signatures obtained away from ~~Council~~ meetings shall be reported to the ~~Council~~ {or Finance Committee} at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£5,000] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.

9.4. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month- end. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

9.5. The second recommended credit card holder is the Head of Finance and Deputy Responsible Finance Officer and the limit will be £5000. The card will only be used when below stipulations are satisfied:

a. The Town Clerk and Chief Executive has already approved a purchase order in writing for the expenditure or

9.4. b. Exceptional circumstances when the Town Clerk is unavailable and an emergency has arisen

10. Petty Cash

10.1. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. OR {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.}

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) 10.1. Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. All rates shall be agreed by the Council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council {or relevant committee}.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar

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month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the Council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the Council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by [the RFO] and shall be written off in the year. The Council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

13.6. ~~{The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds {£100} and} at least annually at the end of the financial year.}~~

13.7. ~~{Where significant sums of cash are regularly received by the Council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}~~

13.8. ~~{Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}~~

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. ~~{{The officer in charge of each section} shall be responsible for the care and custody of stores and equipment [in that section].}~~

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. ~~{Stocks shall be kept at the minimum levels consistent with operational requirements.}~~

15.4. ~~{The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}~~

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£15,000]. In each case a written report shall be provided to Council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.

17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the Council] at the next available meeting. The RFO shall negotiate all claims on the Council's insurers [in consultation with the Clerk].

17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

18. [Charities]

18.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The Council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.

19.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

19.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order of the Council~~[insert reference of the council's relevant standing order]~~ and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

6) NEXT REVIEW DATE: SEPTEMBER 2026

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Mr Peter Tarrant
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Your ref:

Our ref:

Date: 3 September 2025

Dear Mr Tarrant

Commons Registration Act 1965
Biggleswade Common Unit CL19 – Transfer of Right

I enclose a formal notice of applications for the transfer of rights of common at Biggleswade Common.

Upon the expiration of 40 days from the date of this notice the Council will further consider the applications and any written representations which it may receive. If the Council considers the applications well-founded the necessary amendments to the register will then be made.

Yours sincerely

[Redacted Signature]

[Redacted Name]
Senior Definitive Map Officer and Commons Registration Officer

Corresponding Appendices:

Appendix A: Notice Of Application For Amendment Of Register Application No. 374

Appendix B: Notice Of Application For Amendment Of Register – Application No. 375

CENTRAL BEDFORDSHIRE COUNCIL**COMMONS REGISTRATION ACT 1965****NOTICE OF APPLICATION FOR AMENDMENT OF REGISTER****RIGHTS OF COMMON****REGISTER UNIT: CL19 ENTRY NO. 92 Application No. 374**

Application has been made to the Central Bedfordshire Council [REDACTED] [REDACTED] for the amendment of the Register of Common Land in relation to the registered Right of Common of which particulars are given in Part 1 of the Annex hereto. It is claimed that, by reason of the matters mentioned in Part 2 of the Annex, the register ought to be amended as indicated in Part 3 thereof:-

Any person receiving this notice who wishes to object to the proposed amendment should within forty days of the date of this notice send a written and signed statement of the facts upon which he bases his objection to:-

The Commons Registration Officer
Central Bedfordshire Council
Priory House, Monks Walk, Chicksands
SHEFFORD, Beds. SG17 5TQ
[REDACTED]
[REDACTED]

Dated : 2 September 2025

ANNEX**PART 1**

Particulars of the Right of Common the registration of which is sought to be amended

REGISTER OF COMMON LAND REGISTER UNIT : RIGHTS SECTION SHEET NO 24 (Edition No. 1)

1 No. and date of Entry	2 No. and date of application	3 Name and address of every applicant for registration and the capacity in which he applied	4 Particulars of the Right of Common and of the land over which it is exercisable	5 Particulars of the land (if any) to which the right is attached
92 27 th January 2009	360 2 nd June 2009	[REDACTED]	Four Commons of pastures for one horse, two cows and one breeder or other substituted rights over the whole of the land in this register unit. (Registration amendment)	Rights previously attached to various properties in the parish of Biggleswade, Bedfordshire but now severed therefrom. Identified in the books of Biggleswade Fen Reeves as Commons Rights numbered 4,6,7 and 8

PART 2**Acts and events leading to amendment**Conveyance dated 11th May 2024

PART 3

Nature of proposed amendment

Registration of [REDACTED] as the Owner of that part of the registered Right of Common identified in the Books of the Biggleswade Fen Reeves as Common Rights Numbered 8 and consequent amendment of the registered Right of Common.

Registration of [REDACTED] as the Owner of that part of the registered Right of Common identified in the Books of the Biggleswade Fen Reeves as Common Rights Numbered 4, 6 and 7 and consequent amendment of the registered Right of Common.

CENTRAL BEDFORDSHIRE COUNCIL
COMMONS REGISTRATION ACT 1965
NOTICE OF APPLICATION FOR AMENDMENT OF REGISTER
RIGHTS OF COMMON

REGISTER UNIT: CL19 ENTRY NO. 92 Application No. 375

Application has been made to the Central Bedfordshire Council [REDACTED] [REDACTED] for the amendment of the Register of Common Land in relation to the registered Right of Common of which particulars are given in Part 1 of the Annex hereto. It is claimed that, by reason of the matters mentioned in Part 2 of the Annex, the register ought to be amended as indicated in Part 3 thereof:-

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The Commons Registration Officer
Central Bedfordshire Council
Priory House, Monks Walk, Chicksands
SHEFFORD, Beds. SG17 5TQ
[REDACTED]
[REDACTED]

Dated : 2 September 2025

ANNEX

PART 1

Particulars of the Right of Common the registration of which is sought to be amended

REGISTER OF COMMON LAND REGISTER UNIT : RIGHTS SECTION SHEET NO 24 (Edition No. 1)

1 No. and date of Entry	2 No. and date of application	3 Name and address of every applicant for registration and the capacity in which he applied	4 Particulars of the Right of Common and of the land over which it is exercisable	5 Particulars of the land (if any) to which the right is attached
92 27 th January 2009	360 2 nd June 2009	[REDACTED]	Four Commons of pastures for one horse, two cows and one breeder or other substituted rights over the whole of the land in this register unit. (Registration amendment)	Rights previously attached to various properties in the parish of Biggleswade, Bedfordshire but now severed therefrom. Identified in the books of Biggleswade Fen Reeves as Commons Rights numbered 4,6,7 and 8

PART 2

Acts and events leading to amendment

Conveyance dated 11th May 2024

PART 3

Nature of proposed amendment

Registration of [REDACTED] as the Owner of that part of the registered Right of Common identified in the Books of the Biggleswade Fen Reeves as Common Rights Numbered 7 and consequent amendment of the registered Right of Common.

Registration of [REDACTED] as the Owner of that part of the registered Right of Common identified in the Books of the Biggleswade Fen Reeves as Common Rights Numbered 4 and 6 and consequent amendment of the registered Right of Common.

Premises Licence Application

New premises licence

Application received on 19th September 2025

Name of applicant Friends of Stratton School PTA

Premises address Stratton Upper School, Eagle Farm Road, Biggleswade, Beds, SG18 8JB

Licensable activities

Sales of alcohol on the premises Monday to Friday 17:00hrs to 22:00hrs, Saturday & Sunday 12:00hrs to 22:00hrs

Performance of a play indoors and outdoors Wednesday to Friday 18:00hrs to 22:00hrs, Saturday 12:00hrs to 22:00hrs

Exhibition of a film indoors Monday to Friday 16:00hrs to 21:00hrs

Performance of live music indoors and outdoors Monday to Friday 18:00hrs to 22:00hrs, Saturday & Sunday 12:00hrs to 22:00hrs

Playing of recorded music indoors and outdoors Saturday & Sunday 12:00hrs to 22:00hrs

Description of the premises

Upper School for events

The full application can be viewed by arrangement. If you wish to make a representation, please do so via email by **16th October 2025**. Any such representation must relate to one or more of the four licensing objectives: the prevention of crime & disorder; public safety; the prevention of public nuisance and the protection of children from harm.

It is an offence knowingly or recklessly to make a false statement in connection with an application, the maximum fine for which a person is liable on summary conviction is a level 5 fine on the standard scale.



Contact us...

by telephone: 0300 300 8307

by email: licensing@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Licensing Team, Thorn turn
Depot, Grendall Lane, Houghton Regis, LU5 6GJ

Dear Clerks

We are seeking your views as part of the process to define the area where High Street Rental Auction (HSRA) powers may be applied

Consultation opened: 1 September 2025

Consultation closes: 23 November 2025

[Consultation: Defining the High Street Areas for High Street Rental Auctions \(HSRAs\) | Central Bedfordshire Council](#)

Central Bedfordshire Council has launched a consultation to define high street areas for rental auction powers. Central Bedfordshire Council is inviting town / parish councils, residents, businesses and community groups to share their views on proposed high street areas where new powers could tackle long-term vacant properties.

The Council is considering the use of new powers introduced through the Levelling-up and Regeneration Act 2023, which allow local authorities to auction leases for commercial properties that have been vacant for over a year. These High Street Rental Auctions (HSRAs) are intended to help bring empty units back into use in designated areas.

Before any decisions are made, the Council must identify specific high street locations where these powers could apply. We are now inviting views to help ensure our approach reflects local priorities and needs.

The Council is seeking views to help define the 'high street area' boundaries and the consultation is focused solely on the proposed areas within town centres that could benefit from these powers based on:

- High levels of vacancy
- Economic importance to the wider town
- Potential for regeneration and business growth
- Designation as town centres in the Council's Local Plan

Community and Engagement Team
Governance Team

Dear Clerks,

We've launched a consultation on 25-year Waste Strategy

We're inviting residents, businesses and community groups to have their say on a new Waste Strategy which will shape how waste and recycling is managed across the area for the next 25 years. The draft Waste Strategy sets out a long-term vision for a cleaner, greener and more sustainable Central Bedfordshire, covering the period from 2026 to 2051.

The strategy affects every household in Central Bedfordshire. It provides information about:

- Services that Central Bedfordshire Council must deliver and how it will do this
- Kerbside collections; specifically, glass, metal, plastic, paper and card, food and garden waste from all households*
- Household Waste and Recycling Centre (HWRC) services and ensuring that they are fit for the future
- Being ready for national changes to waste legislation and regulation*
(* Objectives or measures driven by government policies and legislation. Local authorities only have a duty to collect garden waste if the household has requested the service and paid any related charges.)

The strategy is built around 3 core objectives:

- To reduce the amount of non-recyclable waste produced, collected and treated
- To maximise reuse, repurposing, recycling and composting
- To deliver effective, cost-efficient and compliant services that are robust, reliable and resilient to change

The consultation will run from 3 September to 14 October 2025 and is open to all residents, businesses, schools and community organisations in Central Bedfordshire.

Participants can:

- Read the full strategy and background information online
- Complete the online consultation to share their views on the proposals
- Attend local drop-in events to speak with council officers and ask any questions

We're particularly interested in hearing your thoughts on the proposed changes, what support you need to reduce waste or recycle more and any local initiatives it could support or learn from. All feedback will be carefully reviewed and used to refine the final Waste Strategy.

Kind regards,

Community and Engagement Team
Governance

Item 11a: Planning Application Outcomes

Outcome of CBC Planning Applications						
Date	Application No.	Location	Description	BTC Objection	Outcome from CB	Notes
11/03/2025	CB/25/00421/REG3	Land to the North and South of Dunton Lane, Biggleswade	Erection of a battery energy storage system (BESS) with associated access, landscaping and ancillary works.	The Town Council has STRONGLY OBJECTS to this application based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape.	Awaiting Outcome	Target Date for Decision: 13 / 05 / 2025 11/05/25 - The Town Council rejected the application again based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape. Earliest Decision Date (Consultation Period Expires):14 / 07 / 2025
09/09/2025	CB/25/02202/FULL	105 London Road, Biggleswade, SG18 8EE	Erection of a two-storey rear extension, with Juliet balcony, and garage being retained as log store	The Town Council STRONGLY OBJECTS to this application on the grounds that the proposed extension is overbearing to neighbouring properties and restricts their access to natural light. Additionally, the scale of the extension exceeds that of existing extensions in the surrounding area.	Awaiting Outcome	Target Date for Decision:04 / 09 / 2025 Earliest Decision Date (Consultation Period Expires):17 / 09 / 2025

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 14th October 2025
Item 12a: Financial Management Report for August 2025

Implications of Recommendations

Corporate Strategy: GOOD GOVERNANCE: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Improve Financial reporting with commentary for additional context.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The usual four reports are on the Council's website. The full pathway for the August 2025 reports is:

<https://biggleswadetowncouncil.gov.uk/about-the-council/finance-transparency-documents/>

The projected outturn after five months suggests a deficit of £14,437 at the end of the financial year 2025-26.

The deficit will be zeroed by the general reserves if it is not covered by underspend within the existing agreed budget at year-end. There are negotiations going on to increase other income through long-term letting, sponsorship of events and introduction of new products to improve the usability of the Orchard Centre. This will have impact on the final financial position at the year-end.

The Financial Management Report for August 2025 is available as Appendix A.

Recommendation:

Members consider and approve the August 2025 Financial Management report.

Ernest Bour

Head of Finance and Deputy RFO

Appendices:

Appendix A: Financial Management report for August 2025.

Biggleswade Town Council		Management Accounts Finance Report 31/08/2025						APPENDIX A
		Actual	Actual	Budget	Variance	Projected Outturn	Committed	COMMENTARY
		FY24/25	FY 25/26	FY 25/26	FY 25/26	FY 25/26	Expenditure	
ALLOTMENTS	Income	10740	9492	12400	(2908)	10500		A number of allotment plots have been relinquished, Officers are awaiting confirmation from new tenants.
	Expenditure	2387	1587	7200	4179	7200	1434	
Movement to/(from) Gen Reserve		8353	7905	5200	(7087)	3300		
BURIAL GROUNDS	Income	80045	18409	75018	(56609)	59614		The projected income has been reduced because the actual income has reduced considerably compared to the same time last year. The actual expenditure is high in period five because the annual business rates invoices for the two cemeteries have been processed and this will be paid by monthly direct debit. The Council paid for the annual cemetery software in the first quarter. There are enough funds to cover all the costs within the budget.
	Expenditure	8433	6462	9900	(4308)	9426	870	
Movement to/(from) Gen Reserve		71612	11947	65118	(52301)	50188		
CAR PARKS	Income	40698	24479	50500	(26021)	43838		The total projected income for the car park has been reduced because of the software issues with the new car parking machines during the first quarter. Officers are working with Flowbird to resolve the issue permanently. The actual expenditure was high in period five because the Council processed the annual business rates invoices for all the car parks. The invoices will be paid monthly by direct debit. There are enough funds within the existing budget to cover the annual business rates.
	Expenditure	78937	49006	87701	32295	85772	6400	
Movement to/(from) Gen Reserve		(38,239)	(24527)	(37201)	(58316)	(41934)		
MARKET	Income	20985	8810	23500	(14690)	21500		Projected income has been reduced because sales from Tuesday still remains low and Officers have increased efforts to make awareness of the charter market.
	Expenditure	4545	1918	4850	2932	4796	0	
Movement to/(from) Gen Reserve		16440	6892	18650	(17622)	16704		
TOWN CENTRE GENERAL	Income	79879	4234	3500	734	3500		Excess actual expenditure over budget relates to UKSPF grant expenses. CCTV cabling contract increased by 100% by the supplier.
	Expenditure	83436	97982	65050	(51596)	77839	18664	
Movement to/(from) Gen Reserve		(3557)	(93748)	(61550)	52330	(74339)		
CAPITAL EXPENDITURE	Income	84416	0	0	0	0		
	Expenditure	212282	14143	94000	74007	90000	5850	
Movement to/(from) Gen Reserve		(127866)	(14143)	(94000)	(74007)	(90000)		
PUBLIC CONVENIENCES	Expenditure	17697	5742	16380	10334	16450	304	
CORPORATE MANAGEMENT	Income	1662390	935471	1862460	(926989)	1874460		The Council has received the first half of the precept for this financial year.
	Expenditure	3700	(2660)	4000	(6660)	4000	0	
Movement to/(from) Gen Reserve		1658690	932389	1842080	(930663)	1854010		
DEMOCRATIC REP'N & MGM'T	Expenditure	9010	5344	12900	7556	12900	0	
CIVIC ACTIVITIES & EXPENSES	Income	1713	448	0	448	448		This income represents funds for Mayors Charity. The projected expenditure has been increased to cover related expenditure for recent visit by delegates from Germany and France.
	Expenditure	3622	1675	3250	1532	4698	43	
Movement to/(from) Gen Reserve		(1,909)	(6571)	(16150)	(8640)	(17150)		
ORCHARD COMMUNITY CENTRE	Income	55055	25973	62000	(36027)	62391		The introduction of badminton and table tennis will result in meeting the budgeted income or slightly exceeding the budgeted income.
	Expenditure	23903	11845	40580	28401	39735	334	
Movement to/(from) Gen Reserve		31152	14128	21420	(64428)	22656		
RECREATION GROUNDS	Income	13190	7841	21500	(13659)	12501		The projected income has been reduced because the local football team decided not to proceed with renting the Lakes pitch on a long-term basis after internal reorganisation. Negotiations are taking place with another tenant to rent the pitches.
	Expenditure	74705	39959	83730	39767	80372	4004	
Movement to/(from) Gen Reserve		(61,514)	(32118)	(62230)	(53426)	(67871)		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	810	442	340	442	545		
	Expenditure	1300576	605229	1474669	856676	1464006	12764	
Movement to/(from) Gen Reserve		(1,299,766)	(604787)	(1474329)	(856234)	(1463461)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	7350	12930	18600	(5670)	18600		The actual expenditure was high in period five compared to the budgeted expenditure for the same period because the Council had processed an annual business rates invoice for the new depot. The invoice will be paid monthly by direct debit. The annual business rates for the new depot are covered within the existing budget.
	Expenditure	188264	144134	225608	73421	225140	8053	
Movement to/(from) Gen Reserve		(180,914)	(131204)	(207008)	(79091)	(206540)		
GRAND TOTALS								
	Income	2057271	1048529	2129818	(1080949)	2107897		
	Expenditure	2011497	982366	2129818	1147452	2122334	58720	
Movement to/(from) Gen Reserve		45774	66163	0		(14437)		

PUBLIC NOTICE

Highways Act 1980
Central Bedfordshire Council
Notice of Making of Public Path Order



CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF BRIDLEWAY NO. 11) PUBLIC PATH DIVERSION ORDER 2025

The above Order made on 29 August 2025 under Section 119 of the Highways Act 1980 will divert part of Bridleway No. 11, Biggleswade between points A - C to points A - B as shown on the Order map.

The length of part of Bridleway No. 11, Biggleswade to be stopped up extends from its junction with an unaffected part of Bridleway No. 11, Biggleswade and Footpath No. 16, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1915 4641 (Order map - point A) in a generally northerly direction for approximately 330 metres to terminate at its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at OS GR TL 1919 4673 (Order map - point C).

The bridleway is stopped up across its full width.

The length of part of Bridleway No. 11, Biggleswade to be created extends from its junction with an unaffected part of Bridleway No. 11, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1915 4641 (Order map - point A) in a generally easterly direction for approximately 173 metres to terminate at its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at OS GR TL 1932 4643 (Order map - point B).

The new route of the bridleway has a width of 4 metres.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford. Any inspection will be by appointment only, please contact definitivemap@centralbedfordshire.gov.uk or 0300 300 6530 to arrange an appointment. A copy of the Order, the Order map and an explanatory statement are available to view and download for free at https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive_map/2. Paper copies of the Order and map may be bought at a charge of £4.00.

Any representations about or objections to the Order may be sent in writing to the Highway Assets Intelligence Team Leader, Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford, SG17 5QT or definitivemap@centralbedfordshire.gov.uk not later than 10 October 2025. Please state the grounds on which they are made. Representations and objections must include either a postal or e-mail address. Any representations or objections made will be in the public domain and will be available for viewing/copying by members of the public.

If no such representations or objections are duly made, or if any so made are withdrawn, the Central Bedfordshire Council may confirm the Order as an unopposed Order. If the Order is sent to the Secretary of State for the Environment, Food and Rural Affairs for confirmation any representations and objections which have not been withdrawn will be sent with the Order and will be made publicly available by either the Council or the Planning Inspectorate.

Dated 5 September 2025

Priory House, Monks Walk
Chicksands, Shefford
Beds SG17 5QT

Gary Powell
Service Director, Highways

PUBLIC PATH ORDER SUPPORTING STATEMENT

INTRODUCTION

The Definitive Map and Statement records the existence and route of any rights of way that exist over a parcel of land. The Map and Statement provides conclusive evidence of the existence of public rights of way and are very important for the landowner and users as a record of where the public has a right to walk, ride horses and drive vehicles.

HIGHWAYS ACT 1980 ORDERS

The power for the Council to make an order for the diversion of a footpath or bridleway is contained in Section 119 of the Highways Act 1980. Before making an order the Council must be satisfied that it is expedient to do so in the interests of the owner or lessee of the land crossed by the footpath or in the interests of the public and that such an order would not alter any point of termination of the path, other than to another point on the same path, or another highway connected with it, and which is substantially as convenient to the public.

DIVERSION ORDER

This diversion has been made by Central Bedfordshire Council in the interest of the landowner as it will improve the management of the arable land crossed by the bridleway. The proposed diversion route of the bridleway has been surfaced for its use as part of the Biggleswade Green Wheel and replaces the footpath that used to run along the track.

OBJECTING TO THE ORDER

Objections or representations relating to the order must be made in writing by the date stated in the Public Notice to: **Asset Intelligence Team Leader, Highways, Central Bedfordshire Council, Priory House, Chicksands, Shefford, SG17 5QT.**

This Council is willing to discuss the concerns of anyone considering objecting or making representations relating to the order. Please telephone number 0300 300 6530 or e-mail adam.maciejewski@centralbedfordshire.gov.uk

WHAT WILL HAPPEN NEXT

If there are no objections to the order, or if all objections are withdrawn, this Council will confirm the order at which point the Order will come into operation.

If objections are made and these are not withdrawn, this Council will forward the order to the Secretary of State for the Environment, Food and Rural Affairs, who will appoint an independent Inspector to consider the evidence and hear the objections, normally by means of an exchange of written representations or by holding a local hearing or public inquiry. Objectors to the order will be given the chance to put their case at an inquiry or hearing and will be able to cross-examine any witnesses produced by this Council. The inspector may then decide to confirm the order, with or without modifications, or may decide that they should not be confirmed.

THIS ORDER HAS NO EFFECT UNTIL AND UNLESS CONFIRMED.

Corresponding Appendices:

- Appendix A: Extinguishment notice for Biggleswade Public Footpath No. 16.
- Appendix B: Sealed order for Biggleswade Public Bridleway No. 11.
- Appendix C: Sealed order for Biggleswade Public Footpath No. 16.

PUBLIC NOTICE

Highways Act 1980
Central Bedfordshire Council
Notice of Making of Public Path Order



CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: FOOTPATH NO. 16) PUBLIC PATH EXTINGUISHMENT ORDER 2025

The above Order made on 29 August 2025 under Section 118 of the Highways Act 1980 will extinguish Footpath No. 16, Biggleswade between points B – A as shown on the Order map.

The length of Footpath No. 16, Biggleswade to be stopped up extends from its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at Ordnance Survey Grid Reference (OS GR) TL 1932 4643 (Order map – point B) in a generally westerly direction for approximately 173 metres to terminate at its junction with Bridleway No. 11, Biggleswade at OS GR TL 1915 4641 (Order map - point A).

The footpath is stopped up across its full width.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford. Any inspection will be by appointment only, please contact definitivemap@centralbedfordshire.gov.uk or 0300 300 6530 to arrange an appointment. A copy of the Order, the Order map and an explanatory statement are available to view and download for free at https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive_map/2. Paper copies of the Order and map may be bought at a charge of £4.00.

Any representations about or objections to the Order may be sent in writing to the Highway Assets Intelligence Team Leader, Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford, SG17 5QT or definitivemap@centralbedfordshire.gov.uk not later than 10 October 2025. Please state the grounds on which they are made. Representations and objections must include either a postal or e-mail address. Any representations or objections made will be in the public domain and will be available for viewing/copying by members of the public.

If no such representations or objections are duly made, or if any so made are withdrawn, the Central Bedfordshire Council may confirm the Order as an unopposed Order. If the Order is sent to the Secretary of State for the Environment, Food and Rural Affairs for confirmation any representations and objections which have not been withdrawn will be sent with the Order and will be made publicly available by either the Council or the Planning Inspectorate.

Dated 5 September 2025

Priory House, Monks Walk
Chicksands, Shefford
Beds SG17 5QT

Gary Powell
Service Director, Highways

PUBLIC PATH ORDER SUPPORTING STATEMENT

INTRODUCTION

The Definitive Map and Statement records the existence and route of any rights of way that exist over a parcel of land. The Map and Statement provides conclusive evidence of the existence of public rights of way and are very important for the landowner and users as a record of where the public has a right to walk, ride horses and drive vehicles.

HIGHWAYS ACT 1980 ORDERS

The power for the Council to make an order for the extinguishment ("stopping up") of a footpath or bridleway is contained in Section 118 of the Highways Act 1980. Before making an order the Council must be satisfied that it is expedient to do so on the grounds that the path or way is not needed by for public use and have regard to the likely extent that the path or way would be used by the public if open and available for public use. The Council can take into consideration the concurrent creation of an alternative path or way.

EXTINGUISHMENT ORDER

This extinguishment order has been made by Central Bedfordshire Council because the footpath is being replaced by a bridleway which will run along the same route and form part of the Biggleswade Green Wheel.

OBJECTING TO THE ORDER

Objections or representations relating to the order must be made in writing by the date stated in the Public Notice to: **Asset Intelligence Team Leader, Highways, Central Bedfordshire Council, Priory House, Chicksands, Shefford, SG17 5QT.**

This Council is willing to discuss the concerns of anyone considering objecting or making representations relating to the order. Please telephone number 0300 300 6530 or e-mail adam.maciejewski@centralbedfordshire.gov.uk

WHAT WILL HAPPEN NEXT

If there are no objections to the order, or if all objections are withdrawn, this Council will confirm the order concurrently with the bridleway diversion order, at which point the Order will come into operation.

If objections are made and these are not withdrawn, this Council will forward the order to the Secretary of State for the Environment, Food and Rural Affairs, who will appoint an independent Inspector to consider the evidence and hear the objections, normally by means of an exchange of written representations or by holding a local hearing or public inquiry. Objectors to the order will be given the chance to put their case at an inquiry or hearing and will be able to cross-examine any witnesses produced by this Council. The inspector may then decide to confirm the order, with or without modifications, or may decide that they should not be confirmed.

THIS ORDER HAS NO EFFECT UNTIL AND UNLESS CONFIRMED.

PUBLIC PATH DIVERSION ORDER
HIGHWAYS ACT 1980
CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF BRIDLEWAY NO. 11)
PUBLIC PATH DIVERSION ORDER 2025

This Order is made by Central Bedfordshire Council ("the authority") under Section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that in the interests of the owner of the land crossed by the bridleway described in paragraph 1 of this Order it is expedient that the line of the bridleway should be diverted.

Biggleswade Town Council has been consulted as required by Section 120(2) of the 1980 Act.

BY THIS ORDER

1. The public right of way over the land situated in the parish of Biggleswade and shown by a bold continuous line between points A - C on the map contained in this Order and described in Part 1 of the Schedule to this Order shall be stopped up after 7 days from the date of confirmation of this order.
2. There shall at the end of 7 days from the date of confirmation of this Order be a public bridleway over the land situated in the parish of Biggleswade as described in Part 2 of the Schedule and shown by a bold broken line between points A - B on the map contained in this Order.

In witness whereof
THE COMMON SEAL OF
CENTRAL BEDFORDSHIRE COUNCIL
was hereunto affixed this
29th day of August 2025
in the presence of:



12755

Signed

Malcolm

Authorised Signatory

Korah Galloway

SCHEDULE

PART 1

Description of Site of Existing Path or Way

The length of part of Bridleway No. 11, Biggleswade to be stopped up extends from its junction with an unaffected part of Bridleway No. 11, Biggleswade and Footpath No. 16, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1915 4641 (Order map - point A) in a generally northerly direction for approximately 330 metres to terminate at its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at OS GR TL 1919 4673 (Order map - point C).

The bridleway is stopped up across its full width.

PART 2

Description of Site of New Path or Way

The length of part of Bridleway No. 11, Biggleswade to be created extends from its junction with an unaffected part of Bridleway No. 11, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1915 4641 (Order map - point A) in a generally easterly direction for approximately 173 metres to terminate at its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at OS GR TL 1932 4643 (Order map – point B).

The new route of the bridleway has a width of 4 metres.



HIGHWAYS ACT 1980



The extinguishment of Biggleswade Footpath No. 16 and the diversion of part of Biggleswade Bridleway No. 11

Footpath to be stopped up		B-A
Bridleway to be stopped up		A-C
Bridleway to be created		A-B
Unaffected footpath / bridleway		

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Scale 1:2,500@A4

Date: 25 August 2025

PUBLIC PATH EXTINGUISHMENT ORDER

HIGHWAYS ACT 1980

CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: FOOTPATH NO. 16) PUBLIC
PATH EXTINGUISHMENT ORDER 2025

This Order is made by Central Bedfordshire Council ("the authority") under Section 118 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that the footpath described in paragraph 1 below is not needed for public use.

Biggleswade Town Council has been consulted as required by section 120(2) of the 1980 Act.

BY THIS ORDER


1. The public right of way over the land situated in the parish of Biggleswade and shown by a continuous bold line between points B - A on the map attached to this Order and described in the Schedule to this Order shall be extinguished after 7 days from the date of confirmation of this Order.

In witness whereof
THE COMMON SEAL OF
CENTRAL BEDFORDSHIRE COUNCIL
was hereunto affixed this
29th day of August 2025
in the presence of:



12756

Signed


.....

Authorised Signatory



SCHEDULE

PUBLIC FOOTPATH TO BE EXTINGUISHED IN THE PARISH OF BIGGLESWADE

The length of Footpath No. 16, Biggleswade to be stopped up extends from its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at Ordnance Survey Grid Reference (OS GR) TL 1932 4643 (Order map – point B) in a generally westerly direction for approximately 173 metres to terminate at its junction with Bridleway No. 11, Biggleswade at OS GR TL 1915 4641 (Order map - point A).

The footpath is stopped up across its full width.



HIGHWAYS ACT 1980

The extinguishment of Biggleswade Footpath No. 16 and the diversion of part of Biggleswade Bridleway No. 11

Footpath to be stopped up		B-A
Bridleway to be stopped up		A-C
Bridleway to be created		A-B
Unaffected footpath / bridleway		

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Scale 1:2,500@A4

Date: 25 August 2025

